

DEVELOPMENT REVIEW PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Development Review Planner exists is to serve as the lead planning authority and coordinate the handling of planning policy issues and practices for the development review process in the Planning and Development Services Department. While not a direct supervisor over employees, this position is the final technical approval point on planning policy issues. Work is performed under general supervision of the Chief Planning Officer.

ESSENTIAL FUNCTIONS

Manages the stipulation review, plan review and inspection process for the planning disciplines for the City, promoting improvements in the process.

Manages technical planning policy issues.

Supervises the development process as applications are reviewed for public hearing stipulations, zoning and planning plan reviews and planning inspections.

Provides technical assistance on all preliminary plans through visual review; insures that a comprehensive stipulation package is assembled on all public hearing cases; assists in the more difficult review and code interpretations questions.

Cross-trains staff in fields outside their areas of expertise.

Is responsible for a variety of key projects dealing with citizens and employees.

Communicates and explains City policy to staff and the public.

Prepares and monitors annual budget and monthly reports.

Responds to inquiries concerning related ordinances, codes, procedures and policies.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Urban planning and civil engineering principles and practices

Building code interpretation and principles as they relate to plan review

Zoning ordinance interpretation as it relates to preliminary plan review

Ability to:

Listen and communicate effectively with a diverse group of people

Understand and interpret city development ordinances, stipulations, codes, policies and procedures

Read and interpret plans and specifications

Detect possible defects or faults in land through visual inspection and develop solutions to bring them to compliance

Prepare and present effective oral and written reports and annual budgets

Provide concise and accurate information verbally and in writing to the development community and obtain their input on the review process

Operate a variety of standard office equipment including a PC, telephone, copy and fax machine requiring continuous and repetitive eye movement

Establish and maintain effective working relationships with co-workers, supervisors, the development community, City officials and the general public
Maintain regular consistent attendance and punctuality

Education & Experience

Any combination of a Bachelor's degree in Engineering, Urban Planning or a related field and four years experience in managing a plan review, zoning or other planning function.

FLSA Status: Exempt

HR Ordinance Status: Unclassified